COUNTY OF LOS ANGELES
DEPARTMENT OF HUMAN RESOURCES

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MICHAEL J. HENRY
DIRECTOR OF PERSONNEL

May 17, 2004

To: All Department Heads

From: Michael J. Henry
             Director of Personnel

Subject: **COMPUTER-BASED COUNTYWIDE NEW EMPLOYEE ORIENTATION PROGRAM**

We are pleased to announce that the computer-based version of the Countywide New Employee Orientation (NEO) is now available. Response to our monthly Countywide NEO sessions continues to be positive and we will continue to offer these classes. However, operational needs sometimes make it difficult for a new employee to attend a class within the first month of employment when it is most beneficial; therefore, we have developed a CD containing the entire program for use in your department. The CD will be mailed to your Personnel Officer with a copy of this memo along with updated versions of the instructor-led PowerPoint presentation of NEO and the video, *A Career with Vision*.

The computer-based orientation requires about three to four hours to complete and includes the video, *A Career with Vision*. It can be completed in one sitting, or viewed in modules as your department and the employee choose. It can also be integrated into your departmental orientation programs.

Like the instructor-led NEO, the computer-based version introduces employees to the Strategic Plan and emphasizes the importance of customer service. We encourage you to continue to send employees to the monthly instructor-led NEO when possible because participants are able to meet and ask questions of several County subject matter experts. They also experience the camaraderie of meeting other new employees joining the County team.

Countywide NEO is also under construction at the Department of Human Resources Intranet site. We will provide the site address as soon as it is available.

To view either the CD or online version of the NEO, the following is a list of the minimum hardware required:

>Pentium 2 processor running at 400 MHz
>CD-ROM drive, at least 4 speed
>64 Mb RAM (main memory)
>16 Mb Video memory (will run on less but could be very slow)
>Sound card
>Speakers or headset
>800x600 Screen resolution

To Enrich Lives Through Effective and Caring Service

If you have any questions regarding operation and access to the orientation, please contact me, or your staff may contact either Helen Miller at (213) 738-2132 or Jim Johnson at (213) 738-3144.

MJH:TJH
LT:RM

c: Each Supervisor
        Administrative Deputies
        Personnel Officers

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